



Florida Senate Graduate Internship Program

For more information visit
<http://www.flsenate.gov>

APPLICATION

Senate Graduate Internship Program Beginning Date: September 2004

The Senate Graduate Internship Program provides graduate students with training in the legislative process and public policy making. Participants are assigned to various committees.

Rate of Pay / Hours of Work:

Rate of pay is \$13.77 per hour. Work must be performed during regular business hours during the months of September through June. Participants will work up to 40 hours per week with flexibility available for school schedule.

Eligibility Requirements:

Applicants for the Internship Program must have a Bachelor's Degree and have been accepted into or be a recent graduate of a Florida graduate program.

To be considered for the Senate Graduate Internship Program, submit the application and all required material to:

**Senate Graduate Internship Program
Florida Senate
308 Senate Office Building
404 S. Monroe Street
Tallahassee FL 32399-1100**

For questions or more information, please contact Lisa Shumate at (850) 487-5636 or email: shumate.lisa@flsenate.gov

GENERAL DIRECTIONS FOR APPLICATION

Complete one Florida Legislative Employment Application form and application addendum. Type or print legibly in black or blue ink.

Attachments

- copy of cumulative transcripts.
- copy of letter of acceptance into a graduate program. If a recent graduate of a graduate program, submit a copy of degree.
- Copies of Law School Admission Test (LSAT) score, Graduate Record Examination (GRE) score(s) or Graduate Management Admission Test (GMAT) score.
- Faculty Recommendation form. Recommendations are required from at least one faculty member familiar with applicant's work and ability. Faculty may attach an additional letter of recommendation to the Faculty Recommendation form.
- A brief writing sample on the following topic: Why are you applying for a Senate Internship? *The writing sample must be written by the applicant and must not be edited by any other person. It must be typed or handwritten in black ink.*

**Deadline for Application:
June 30, 2004**

Addendum to Application

Florida Senate Graduate Internship Program

Applicant Name: _____

I. Education

- (A) GPA
Undergraduate _____
Graduate _____

(B) Graduate Entrance Exams:

| GRE | LSAT | GMAT |
|--|---|---|
| Date Taken / / Verbal Score _____ Percentile _____ Quantitative Score _____ Percentile _____ Analytical Score _____ Percentile _____ | Date Taken / / Score _____ Percentile _____ | Date Taken / / Score _____ Percentile _____ |

- (C) What is your major or academic area of concentration?

- (D) Additional information about your educational experience that you want considered in this application:

II. Honors and Activities

Indicate in the appropriate space below if you have been involved in or have received any of the following:

Scholarships and Fellowships:

Honors and Awards:

Leadership Positions:

Internships (not listed under employment)

Volunteer Work:

Publications:

Professional Associations:

Other Organizations to which you Belong:

III. Areas of Interest

Participants are assigned to work with a policy area during their Internship. Indicate below your preference of issue areas and a short explanation of the reasons for this preference:

- | | |
|---|--|
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Finance & Taxation |
| <input type="checkbox"/> Appropriations/Budget | <input type="checkbox"/> Governmental Oversight |
| <input type="checkbox"/> Banking & Insurance | <input type="checkbox"/> Health, Aging & Long-Term Care |
| <input type="checkbox"/> Children & Families | <input type="checkbox"/> Home Defense, Public Security & Ports |
| <input type="checkbox"/> Commerce, Econ Opp & Cons Srvs | <input type="checkbox"/> Judiciary |
| <input type="checkbox"/> Communication & Public Utilities | <input type="checkbox"/> Military & Veteran Affairs |
| <input type="checkbox"/> Comprehensive Planning | <input type="checkbox"/> Base Protection & Spaceports |
| <input type="checkbox"/> Criminal Justice | <input type="checkbox"/> Natural Resources |
| <input type="checkbox"/> Education | <input type="checkbox"/> Regulated Industries |
| <input type="checkbox"/> Ethics & Elections | <input type="checkbox"/> Rules & Calendar |
| | <input type="checkbox"/> Transportation |

1st Preference: _____

2nd Preference: _____

IV. Personal References

Name and Address

Telephone

1) _____

2) _____

3) _____

V. Computer Knowledge and Skills

List your computer knowledge and skills:

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308 Senate Office Building
404 S Monroe Street
Tallahassee FL 32399-1100
(850) 487-5636
E-Mail: shumate.lisa@flsenate.gov

Faculty Recommendation

Florida Senate Graduate Internship Program

Student's Name:

Student's Address:

Student's Phone Number:

Faculty Member's Name:

Faculty Member's Address:

Faculty Member's Phone Number:

The goal of the Senate Graduate Internship Program is to provide college graduate students with training in the legislative process and public policy making.

How long have you known the applicant?

What was the Ranking of the Applicant's performance in your class?

☐ Top 10% ☐ Top 25% ☐ Top 50% ☐ Bottom 50%

Class Size _____

How would you rate the applicant's writing ability?

☐ Outstanding ☐ Above Satisfactory ☐ Satisfactory ☐ Poor

How would you rate the applicant's analytical Ability?

☐ Outstanding ☐ Above Satisfactory ☐ Satisfactory ☐ Poor

Did this applicant demonstrate other communication skills? Please specify:

Why do you think this applicant would be a good candidate for the Internship Program?

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Signature

Title

This form is to be submitted with the Internship Application